Step-by-Step Clearing Flowchart

ETS / CHAPTER* RETIREMENT Attend Central Clearance Briefing No More Than 14 Working Days Prior to Leave Start Date. Bring Leave Form and Orders or Memo**. Attend Finance Briefing MON or THUR at Attend Finance Briefing MON or THUR at Attend Finance Briefing on Walk-In Basis One Day After Receipt of Clearing Papers, 1330, BLDG 18010, Room B112 0930, BLDG 18010, RM B112 BLDG 18010, RM A209. Attend Transition Orientation Briefing at Least 180 Days Out. Attend ACAP Briefing 180 Days Out. Attend ACAP Briefing at Least 180 Days Out. Pick-Up Clearing Papers 2 Working Days After Central Clearance Briefing, Unless Told Otherwise. In No Particular Order, Clear the Following Agencies (And Any Other Mandatory X's) Education Center Education Center Dental Medical Medical Medical PX / AAFES Dental Dental Provost Marshal Provost Marshal Provost Marshal PX / AAFES PX / AAFES TRICARE Transportation Transportation Transportation TRICARE TRICARE ACAP Unit / Battalion Unit / Battalion Library Library Reserve Component Library Education Center ACAP Unit / Battalion NOTE: If Going Overseas, You Must Clear: - SMRC (Thomas Moore Clinic) -Port Call - Antiterrorism Briefing -EFMP In Order Shown, Clear The Following Agencies 1. Commander / 1SG Signature 1. Commander / 1SG Signature Commander / 1SG Signature 2. Battalion S1 2. Battalion S1 Battalion S1

- 3. Finance Stamp
- 4. Central Clearance *Green Stamp*(On Final Appointment)
- 3. Finance Stamp
- 4. Central Clearance *Green Stamp*(On Final Appointment)
- 5. Transition for DD214 Briefing
- 6. Return to Finance to Turn-In Finance Checklist and a Copy of DD214
- 3. Finance Stamp
- 4. Central Clearance *Green Stamp*
 (On Final Appointment)
- 5. Transition for DD214 Briefing
- 6. Return to Finance to Turn-In Finance Checklist and a Copy of DD214

Return to Unit to Sign-Out / DA Form 647 >> Clearing Completed



^{*} Except Chapters 9, 10, 13, or 14. These Soldiers require an NCO Escort at ALL STEPS of the clearing process.

^{**} Unit Commander's Memo is for Soldiers without orders and MUST include the following: Name, SSN, Unit, Reason for Departure, and Projected Departure Date.